

SUBJECT: <b>Uniform and Grooming Standards</b>	NUMBER: 1-7.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: PER.03.04	APPROVED: Sheriff

## **I. POLICY**

The Valencia County Sheriff's Office shall ensure that all personnel are properly attired and groomed. Civilian personnel will meet acceptable standards of dress and appearance as established by the Sheriff.

## **II. RULES AND PROCEDURES**

### A. Uniform Standards

Standards for the proper wearing of uniforms will apply to all sworn personnel and uniformed civilian employees of the agency.

#### B. Wearing of the regulation uniform

1. All sworn personnel and uniformed civilian employees, except as noted, shall wear the regulation uniform.
2. The Sheriff and Undersheriff may dress appropriately for their assigned duties.
3. When wearing the uniform, it will be complete. Partial uniforms will not be worn.
4. All deputies will maintain one Class-A uniform as defined in this section.

#### C. Supervisor Responsibilities

Supervisors are responsible for the appearance of personnel under their command and will ensure that:

1. Uniforms and equipment are neat, clean, and serviceable.
2. Uniforms and equipment are properly worn and utilized.
3. Uniforms, insignia, accessories, and equipment conform to published standards.

#### D. Department Responsibilities

1. The agency shall bear the cost of any mandatory change in uniforms for each of the following changes:
  - a) Shirts – three (3)
  - b) Trousers - three (3)
  - c) Dress hat – one (1)
  - d) Jacket – one (1)
  - e) Insignia (patches) – enough for three (3) uniforms and one (1) jacket
  - f) Footwear – one (1) pair

### **III. UNIFORM DEPUTIES**

For the purpose of this policy uniformed deputies consists of deputies certified by the NM Law Enforcement Academy or those scheduled to attend the NM Law Enforcement Academy.

A. Class A and B uniform's consist of:

1. The uniform shirts will be short or long sleeve (Class A long sleeve only) silver/tan with tan buttons and pleated pockets. Weave may be polyester, wash and wear, or polyester/wool blend. No gold buttons will be worn on the uniform shirt.
2. The uniform trousers will be forest green straight leg 4 pocket (2 club pouches below hip pockets), without cuffs or additional pockets (i.e. cargo, hidden cargo, or EMT). There will be no stripe on trouser legs. The following options are available:
  - a) Polyester/cotton blend
  - b) 100% Polyester wash and wear
  - c) Polyester/wool blend
3. The undershirt shall be a white or black crew neck t-shirt.
4. The tie will be forest green four-in-hand type with the breakaway (clip-on) feature. A tie bar or tack of conservative taste may be worn provided that it is gold colored. No name brands or advertisement will be allowed. The tie will only be worn with the long sleeve uniform shirt.
5. Jackets
  - a) A cloth replica of the issued badge will be worn on the uniform jacket.
  - b) Shoulder patches and chevrons will be affixed to the jacket in the same manner as on the uniform shirt. Rank insignia for lieutenants and above will be displayed in brass/gold plated on the jacket's epaulets. Name plates will not be required on the uniform jacket. Buttons will be black and non-reflective.
  - c) Jackets will be black in color and will have shoulder epaulets and box pleated pockets with scalloped flaps.

- d) Plainclothes personnel assigned to the Criminal Investigations Division, shall be issued specially marked "raid jackets". Raid jackets will be worn:
  - i. During search warrant executions.
  - ii. During the execution of an arrest warrant.
  - iii. Whenever directed by a supervisor.
- e) The back Flying Cross 88% polyester/12% Spandex jacket model #54101 may also be worn. The cloth badge will be sown on the chest, and shoulder patches and chevrons will be affixed in the same manner as on the uniform shirt.

## 6. Gloves

- a) Gloves will not be worn by personnel wearing a short sleeved shirt, except as required for protection or safety.
- b) Gloves will be black leather, lined or unlined.
- c) Class A gloves will be white cotton

## 7. Rain Gear

- a) Rain gear will be bright yellow, international orange or clear.
- b) Raincoat will be knee length, rain jacket will be hip length, and rain pants will be full length.

## 8. Name Tags

- a) A 2 1/4 inches by 3/8 inch gold-covered name plate will be worn on the uniform shirt by all personnel. The first and middle initial and last name will be inscribed in 1/4 inch block letters, filled with black enamel. The name plate will be gold in color, and all other types of lettering are considered un-authorized.
- b) The name plate will be positioned on the right breast pocket flap of the uniform shirt. It is to be centered and the top of the name plate is to be flush with the lower seam of the flap.
- c) An optional slip-on pin acknowledging years of current service to the agency may be attached to the name tag. The service pin will have inscribed in black enamel the wording "SERVING SINCE". The year for original date of hire will be inscribed in the blank space.

## 9. Agency Badge and Patch

- a) Sworn personnel shall wear their designated official agency badge when in uniform.
- b) The official agency patch will be worn on both sleeves of all uniform shirts and jackets.
- c) The agency patch will be centered on the sleeve and the top border of the patch will meet with the seam of the shirt/jacket sleeve at the shoulder.

- d) Authorized special unit patches (i.e. SWAT) may be worn with authorization of the Sheriff. The approved patch will be worn on the right sleeve or all uniform shirts and jackets in place of the official agency patch.
- e) A cloth replica of the agency issued badge will be worn on all jackets.
- f) Personnel assigned to plain clothes duties will carry the approved badge in a case or other device which will enable them to wear the badge in plain view when directed to do so by a supervisor.

## 10. Footwear

- a) Footwear will be black, smooth, highly-shined leather without ornamentation.
- b) Sworn personnel may wear a low quarter shoe, round toe, or patrol boots. Patrol boots shall be round or semi-round toe with ten or twelve inch tops. Sharp or pointed-toed, western styled boots, or riding heels are not authorized. Trouser legs will be worn outside of the boot. Black socks will be worn when not wearing boots.
- c) Military style boots without steel toe or any other ornamentation are authorized.
- d) Foul weather boots are authorized provided that they are:
  - i. Black in color.
  - ii. Only worn during periods of inclement weather and/or ground conditions are extremely poor due to weather.
- e) Athletic footwear-sneakers, either canvas or leather-type, or any type of athletic shoe-is not authorized for wear with the uniform.

## 11. Shirt Insignia for Command Personnel

- a) The shirt and jacket insignia for lieutenants will be a single gold bar. The shirt insignia will be  $\frac{3}{4}$  inch by  $\frac{1}{4}$  inch, centered  $\frac{1}{2}$  inch from the outer edge of the collar tab, and will be parallel to the collar edge. The jacket insignia will be one inch by  $\frac{3}{8}$  inch, and will be centered on the cross-stitched portion of each epaulet with bars parallel to the shoulder seam.
- b) Shirt insignia for captains will be a double gold bar, each bar to be  $\frac{3}{4}$  inch by  $\frac{1}{4}$  inch, centered  $\frac{1}{2}$  inch from the outer edge of the collar tab, and will lie parallel to the collar edge. The insignia for all jackets will be a double gold bar, each bar shall be one inch by  $\frac{3}{8}$  inch, and will be centered on the cross-stitched portion of each epaulet with bars parallel to the shoulder seam.
- c) Shirt insignia for chief deputy will be three gold stars  $\frac{3}{8}$  inch, centered  $\frac{1}{2}$  inch from the outer edge of the collar tab, and will lie parallel to the collar edge. The insignia for all jackets shall be three gold stars,  $\frac{5}{8}$  inch, centered on the top of each shoulder.
- d) Shirt insignia for the undersheriff will be four gold stars  $\frac{3}{8}$  inch by  $1\frac{3}{8}$  inch, centered so as to form a triangle with the point of the collar. The insignia for all jackets shall be four gold stars,  $\frac{5}{8}$  inch by  $1\frac{7}{8}$  inch, centered on the top of each shoulder.

- e) Shirt insignia for the Sheriff will be five gold stars, in a circular cluster, which is  $\frac{3}{4}$  inch in diameter, centered on the leading edge  $\frac{1}{2}$  inch from the outer edge of the collar tab. The insignia for all jackets shall be five gold stars, in a circular cluster, which is one inch in diameter, centered on the top of each shoulder.

## 12. Chevrons

- a) Sergeant chevrons will be three black chevrons on forest green background, and will be worn on both sleeves of the uniform shirt and jacket, centered between the seam of the shoulder and the elbow.
- b) No collar insignia or devices will be worn by sergeants and below.
- c) FTO chevrons will be one black chevron on forest green background with "FIELD TRAINING OFFICER" centered below the chevron embroidered in gold, and will be worn on both sleeves of the uniform shirts and jackets, centered between the seam of the shoulder and the elbow.

## 13. Leather Gear

- a) Leather gear for all uniformed sworn personnel will be black basket weave design. Leather gear will consist of:
  - i. Two inches wide belt
  - ii. Holster will be a security level 2 or higher with covered trigger guard and thumb break snap such as the issued style.
  - iii. Handcuff case will be covered or not covered. If equipped with a cover it may be secured with either a concealed snap or velcro fasteners.
  - iv. Expandable baton holder.
  - v. Chemical agent (OC) holder will be covered or no covered. If equipped with a cover it may be secured with either a concealed snap or velcro fasteners.
  - vi. Belt keepers will be one inch wide with concealed snaps, velcro fasteners, or highly polished brass snaps. A single four inch wide keeper may be worn at the back of the belt.
- b) Shoulder straps are not authorized for any uniform.
- c) All exposed metal attached to leather gear will be gold colored or brass. All exposed metal will be highly polished.

## 14. Protective Body Armor

- a) All sworn personnel are required to be fitted for, and to be issued a protective vest.
- b) Personnel engaged in patrol or field operations will wear the protective vest at all times when on-duty or in uniform.
- c) All personnel assigned to participate in high risk situations (i.e. search warrant executions, service of arrest warrant on a probable violent offender, etc.) will wear the protective vest during these types of operations.

- d) Personnel not in patrol or field operations duties shall have their vest readily available (i.e. in their assigned vehicle, in their duty office, etc.) while on duty.

## 15. Eye Wear

- a) All eye wear worn on-duty will be in good taste, and conform to agency and community standards.
- b) Mirrored sunglasses will not be permitted.
- c) Eye wear frames that are considered questionable by supervisory personnel will be considered unacceptable and will not be worn. Personnel should consult their lieutenant through the chain of command prior to purchasing eye wear frames that could be considered questionable.

## B. Class-A Uniform

- 1. The Class-A uniform for personnel is the forest green trousers, long sleeve silver/tan shirt, tie, hat, and white gloves.
- 2. Headgear
  - a) Headgear is optional, except during formal inspections, funerals, parades, or when directed by the Sheriff.
  - b) Headgear for all personnel will be the Midway Eight-Point style cap with a fixed or detachable cover of tan wool material, the frame will be the Midlon type. The hat band shall be the GML 40 dark gold type. The hat badge shall be the designated official agency badge. The badge shall be two (2) post screw back 1 ½ inches apart. The cover grommets will not be removed. The hat visor will be black patent leather for sworn personnel below the rank of captain. Sworn personnel who are of the rank of captain shall have the Navy style visor with gold Mylar insignia. The Sheriff and Undersheriff shall have the Army style visor with gold Mylar insignia.
- 3. Deputies shall wear the Class-A uniform, excluding white gloves, when attending award functions sponsored by outside law enforcement agencies and/or civic organizations.
- 4. Deputies on special assignment (e.g. undercover work) may, with the approval of their lieutenant, wear appropriate civilian attire to these award functions.
  - a) Appropriate civilian attire for male deputies is a dress suit or sport coat and dress slacks, a tie, and dress shoes or dress boots.
  - b) Appropriate civilian attire for female deputies is a dress, a dress suit or pant suit, or a dress skirt or dress pants and blouse, and dress shoes or dress boots.

## C. Class-B Uniform

1. The Class-B uniform for personnel is the forest green trousers, long or short sleeve silver/tan shirt, open collar, without tie, hat, or white gloves.
2. Deputies shall wear the Class-B uniform during normal working hours and assignments.
3. While in uniform, deputies shall wear the tie for all district court appearances and is optional for magistrate appearances.
4. During periods of inclement weather and/or extended periods of exposure to bright sunlight outside the vehicle, the baseball style cap is authorized provided that the cap:
  - a) Is plain black in color.
  - b) Is constructed of a wool solid type fabric and not a mesh type material. (Richardson PRO 514 series)
  - c) Bears an embroidered agency badge centered on the front of the cap crown measuring 2 1/8 inches in diameter.
  - d) Is worn similarly to the dress cap, and the brim will not be creased.

#### D. Class-C Uniform

1. Deputies shall wear the Class-C uniform during training and special events. The Class-C uniform will not be authorized for regular duty use.
2. Trousers will be forest green straight leg, eight pocket, without cuffs. There will be no stripe on trouser legs. Acceptable brands are Elbeco, Blauer, Flying Cross or Pro-Tuff.
3. Shirts will be polo-type, black in color, with embroidered agency badge on the left upper shirt front.

### **IV. UNIFORMED CIVILIAN**

For the purpose of this policy uniformed civilian personnel consists of personnel required to wear the department uniform while working at the district court house that are not certified by the NM Law Enforcement Academy as a peace officer.

#### A. Uniform will consist of:

1. The uniform shirts will be short or long sleeve silver/tan with tan buttons and pleated pockets. Weave may be polyester, wash and wear, or polyester/wool blend. No gold buttons will be worn on the uniform shirt.
2. The uniform trousers will be black straight leg 4 pocket (2 club pouches below hip pockets), without cuffs or additional pockets (i.e. cargo, hidden cargo, or EMT). There will be no stripe on trouser legs. The following options are available:

- a) Polyester/cotton blend
  - b) 100% Polyester wash and wear
  - c) Polyester/wool blend
3. The undershirt shall be a black crew neck t-shirt.
4. Jackets
- a) A cloth replica of the issued court services badge will be worn on the uniform jacket.
  - b) Shoulder patches will be affixed to the jacket in the same manner as on the uniform shirt. Name plates will not be required on the uniform jacket. Buttons will be black and non-reflective.
  - c) Jackets will be black in color and will have shoulder epaulets and box pleated pockets with scalloped flaps.
  - d) The back Flying Cross 88% polyester/12% Spandex jacket model #54101 may also be worn. The cloth badge will be sown on the chest, and shoulder patches and chevrons will be affixed in the same manner as on the uniform shirt.
5. Gloves
- a) Gloves will not be worn by personnel wearing a short sleeved shirt, except as required for protection or safety.
  - b) Gloves will be black leather, lined or unlined.
6. Rain Gear
- a) Rain gear will be bright yellow, international orange or clear.
  - b) Raincoat will be knee length, rain jacket will be hip length, and rain pants will be full length.
7. Name Tags
- a) A 2 ¼ inches by 3/8 inch gold-covered name plate will be worn on the uniform shirt by all personnel. The first and middle initial and last name will be inscribed in ¼ inch block letters, filled with black enamel. The name plate will be gold in color, and all other types of lettering are considered un-authorized.
  - b) The name plate will be positioned on the right breast pocket flap of the uniform shirt. It is to be centered and the top of the name plate is to be flush with the lower seam of the flap.
  - c) An optional slip-on pin acknowledging years of current service to the agency may be attached to the name tag. The service pin will have inscribed in black enamel the wording “SERVING SINCE”. The year for original date of hire will be inscribed in the blank space.

8. Agency Badge and Patch

- a) Court services personnel shall wear their designated official agency badge when in uniform.
- b) The official court services patch will be worn on both sleeves of all uniform shirts and jackets.
- c) The agency patch will be centered on the sleeve and the top border of the patch will meet with the seam of the shirt/jacket sleeve at the shoulder.

9. Footwear

- a) Footwear will be black, smooth, highly-shined leather without ornamentation.
- b) Personnel may wear a low quarter shoe, round toe, or patrol boots. Patrol boots shall be round or semi-round toe with ten or twelve inch tops. Sharp or pointed-toed, western styled boots, or riding heels are not authorized. Trouser legs will be worn outside of the boot. Black socks will be worn when not wearing boots.
- c) Military style boots without steel toe or any other ornamentation are authorized.
- d) Athletic footwear-sneakers, either canvas or leather-type, or any type of athletic shoe-is not authorized for wear with the uniform.

10. No collar insignia or devices will be worn by court services personnel.

11. Leather Gear

- a) Leather gear for all uniformed sworn personnel will be black basket weave design. Leather gear will consist of:
  - i. Two inches wide belt
  - ii. Holster will be a security level 2 or higher with covered trigger guard and thumb break snap such as the issued style.
  - iii. Handcuff case will be covered or not covered. If equipped with a cover it may be secured with either a concealed snap or velcro fasteners.
  - iv. Expandable baton holder.
  - v. Chemical agents (OC) are not authorized for court services personnel.
  - vi. Belt keepers will be one inch wide with concealed snaps, velcro fasteners, or highly polished brass snaps. A single four inch wide keeper may be worn at the back of the belt.
- b) Shoulder straps are not authorized for any uniform.
- c) All exposed metal attached to leather gear will be gold colored or brass. All exposed metal will be highly polished.

12. Protective Body Armor

- a) All sworn personnel are required to be fitted for, and to be issued a protective vest.
- b) Court services personnel will wear the protective vest at all times when on-duty or in uniform.

### 13. Eye Wear

- a) All eye wear worn on-duty will be in good taste, and conform to agency and community standards.
- b) Mirrored sunglasses will not be permitted.
- c) Eye wear frames that are considered questionable by supervisory personnel will be considered unacceptable and will not be worn. Personnel should consult their lieutenant through the chain of command prior to purchasing eye wear frames that could be considered questionable.

## V. GROOMING STANDARDS

### A. Male Sworn Personnel

#### 1. Hair

- a) Shall be neat, clean, trimmed and present a groomed appearance.
- b) Shall not interfere with the proper wearing of the uniform cap or helmet.
- c) Shall not touch the top of the shirt collar at any time.
- d) Shall not cover any part of the outside portion of the ear at any time nor will the sides bulk at or extend over the ear. The front is combed to the side or back and will not protrude below the headband of a cap.
- e) Color or style shall not be unusual or bizarre nor will it be dyed or streaked an abnormal color.
- f) The maximum extension from the scalp shall not exceed two (2) inches.
- g) No extreme or abnormal hair styles within these guidelines will be permitted.
- h) The wearing of a wig or hairpiece by male personnel while in uniform or on duty is prohibited except to cover or to accommodate a medical condition or physical disfigurement. When worn, it will conform to the standard haircut criteria listed above.
- i) Deputies assigned to undercover work, where unusual hairstyles or appearances are necessary to accomplish a specific mission, are exempt from this policy. However, hair will be worn in a neat, clean, and groomed manner when at the office, court or instructing a class. Agents stationed at the office are exempt, while carrying out their normal duties.

#### 2. Sideburns and Facial Hair

- a) Employees shall be “clean-shaven” when in uniform. For the purpose of this policy, clean-shaven means the removal of hair, which if allowed to grow, would constitute a beard or goatee.

- b) Mustaches will be neatly trimmed and shall not extend in length below the top border of the upper lip nor extend more than  $\frac{1}{4}$  inch upward, downward, or to the side from the corner of the mouth.
  - c) Employees in uniform will ensure their sideburns do not extend below the bottom of the lowest part of the exterior ear opening or tragus and will end with a clean shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed one inch.
  - d) When working in an undercover capacity, male personnel may wear a beard, goatee, or moustache as needed in the performance of their job duties.
3. Fingernails
- a) Shall be clean and trimmed while in uniform.
  - b) Shall not extend beyond the tips of the fingers while in uniform.
  - c) Will not be polished while in uniform.
  - d) When working in an undercover capacity, fingernails may be worn as needed in the performance of job duties. However, fingernails will conform to this policy when at the office, court, or instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

4. Jewelry

- a) Only two (2) conservative rings may be worn while in uniform.
- b) Necklaces will not be worn in view, while in uniform. Religious medals may be worn, provided they are not visible.
- c) Earrings or piercings of any kind will not be worn.
- d) When working in an undercover capacity earrings and/or piercings may be worn as needed in the performance of job duties. However, all earrings and piercings will be removed when at the office, court, or instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

B. Female Sworn Personnel

1. Hair

- a) Shall be secured and prevented from hanging down at all times when in uniform.
- b) Shall be neat, clean, trimmed, and present a groomed appearance.
- c) Styles shall not interfere with the wearing of the uniform cap or helmet.
- d) Shall not touch the top of the uniform shirt collar at any time.
- e) Shall not cover any part of the outside portion of the ear at anytime.
- f) The hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band when the uniform cap or helmet is worn.
- g) Color and style shall not be unusual or bizarre. Hair shall not be dyed or streaked in abnormal colors or in two distinctive tones and highlighting should complement the hair's natural color.

- h) Ornamentations, scrunchies, bows, or ribbons shall not be worn in the hair, while in uniform. Hair rubber bands, clips, and pins that match the color of the hair are permitted.
- i) Shall not be worn in a “pony tail” or similar style unless loose hair is properly secured and does not hang below the cap.
- j) Hair that is worn up must be styled in such a manner as to prevent any loose hair.
- k) While in civilian attire, hair will be neat, clean, trimmed, and present a groomed appearance. Hair shall not interfere with the performance of the employee’s duties. Color and style shall follow above stated criteria.
- l) No extreme or abnormal hair styles within these guidelines will be permitted.
- m) The wearing of a wig, hair extensions or hairpiece by female personnel while in uniform or on duty is prohibited except to cover or to accommodate a medical condition or physical disfigurement. If one is worn it must conform to the same standards required for natural hair. It should be of good quality and proper fit and not interfere with a cap or headgear.
- n) When working in an undercover capacity, hair may be worn as needed in the performance of job duties. However, hair will be worn neat, clean, trimmed, and present a groomed appearance when at the office, court, or instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

## 2. Cosmetics

- a) Females may wear cosmetics if they are conservative and complement the uniform and/or business attire. Eccentric, exaggerated, or trendy cosmetic styles and colors are prohibited. Some examples of extreme colors include, but are not limited to, metallic or dark pinks, purples, greens and blues.
- b) False eyelashes are prohibited.
- c) When working in an undercover capacity, cosmetics may be worn as needed in the performance of job duties. However, cosmetics will be worn in adherence to this policy while at the office, court, or instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

## 3. Fingernails

- a) Shall be clean and trimmed.
- b) Shall not extend more than one-quarter inch beyond the tips of the fingers.
- c) May be polished clear or another natural color. No two-tone or multiple tone colors will be accepted.
- d) Shall not have designs applied to them.
- e) When working in an undercover capacity, fingernails may be worn as needed in the performance of job duties. However, fingernails will conform to this policy when at the office, court, or instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

## 4. Jewelry

- a) Two conservative rings may be worn.
- b) Necklaces will not be worn in view while in uniform. Religious medals may be worn, provided that they are not visible.
- c) While in uniform, earrings and or piercings will not be worn.
- d) While in civilian attire, any style of conservative earrings may be worn.
- e) When working in an undercover capacity, earrings and/or piercings may be worn as needed in the performance of job duties. However, all earrings and piercing will be removed when at the office, court or while instructing a class. Deputies stationed at the office are exempt, while carrying out their normal duties.

#### C. Contact Lenses

Contact lenses worn by any employee shall not be of a bizarre or unusual color and will not distort the natural appearance of the eye.

#### D. Tattoos and Body Piercings

- 1. Sworn personnel are permitted to have body tattoos and ornamental jewelry worn in the body piercings. However, they shall not be visible during any interaction with the public while working in an official capacity.
- 2. Sworn personnel are required to cover all tattoos and body piercing jewelry by wearing the appropriate long sleeve shirts, pants or other clothing.

Those employees who currently have tattoos or body piercing jewelry that cannot be covered with the common uniform shall cover the tattoos with other materials (i.e. band aids, flesh-colored makeup, etc.) and/or remove the body piercing jewelry.

- 3. Due to the officer safety issue where piercing jewelry can be used by an offender to gain an advantage over an officer during an altercation, all exposed body piercing jewelry will not be permitted to be worn during the performance of official duties.
- 4. The only exception to this policy is as follows:

Narcotics/Criminal Investigations Sworn Personnel are permitted to have visible tattoos/body piercings when assigned in an undercover role. (This exception is only applicable for the duration of the undercover operation).

- 5. Any deviation from this policy must be approved in advance by the Sheriff.